

# **Soil and Water Conservation Commission Cost Share Committee**

## **January 30, 2013: 8:30am: Meeting Minutes**

<https://agr.ncgovconnect.com/csc/>

**(919)733-2416**

Attendees: Vicky Porter, Davis Ferguson, Jennie Hauser, Charlie Bass, Brian Lannon, Renee Melvin, Julie Henshaw

Guests: Ken Parks, Lisa Fine, David Harrison, David Williams

### **Agenda**

1. Review of commission actions from the January 6, 2013 meeting.

The commission approved the following policies as recommended by the Cost Share Committee:

- Program year due dates
- Program review policy
- Accountability measures for cost share program contracts
- Canceled funds from cost share program contracts
- Cancellation for cost share contracts in unresolved pending status
- Criteria for extension of previous program year contracts
- Interim performance milestones in cost share contracts
- Addressing approval of cost share applications, contracts and requests for payments

Cost share program match: The commission requested that a stakeholder group be formed to review the current commission match policy recommendation and make additional revisions as needed. The commission would like to review this again at their March 20, 2013 meeting.

2. Reviewed December 2012 meeting minutes
  - a. Meeting minutes approved by consensus.
3. Review of technical assistance survey description, timeline and online survey
  - a. Julie to finish editing survey (remove acronyms, fix spacing and order, and scale questions) and email to group for review. Please consider if any questions are too leading, and in addition to the "if yes questions", if opposite ones are needed and what they should ask.
  - b. Please email responses to the committee by February 8<sup>th</sup>, and a revised survey will be distributed by February 12<sup>th</sup>. Finalize survey by February 15<sup>th</sup>. Ready to go for the first spring meeting on Feb 21<sup>st</sup>.

The committee reviewed the survey's introductory language and timeline below, and recommended moving forward with these items.

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Cost share program rules are being reviewed and revisions will be developed for rulemaking in the next year. Prior to drafting any revisions to existing rules, the commission would like your feedback through this survey. This will provide good information at the start of this process. We look forward to working with you on this rule revision.

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**Timelines:**

- Present survey and need for district responses at the 2013 spring meetings – in division or commission report – whichever is given.
- Districts complete surveys by May 15<sup>th</sup> – this will provide time for districts to meet to discuss survey responses even in the busy planting season.
- The commission will receive updates on the number of responses received at their meetings during the comment period (March and May commission meetings).
- Responses will be compiled, and the Cost Share Committee will meet in July to discuss responses and prepare draft rule revisions. Recommendations will be presented at the following commission meeting. (September/October 2013 – CET, Kitty Hawk)
- The commission will initiate the rule making process following their approval of draft revisions.
- In addition, the survey announcement and reminders will be distributed on the district listserv and in the regional coordinators monthly reports.
  - Ask for time at one of their upcoming staff meetings to work staff to provide follow up and stress the importance of district responses in this process.

**Survey webpage:**









<https://docs.google.com/spreadsheet/viewform?formkey=dHF6NWxRYnR4aktZQnVMWW9qbmhrQ2c6MQ#gid=0>

The information provided in this survey will help the Commission's Cost Share Committee draft revisions to the Agriculture Cost Share Technical Assistance Rule, 02 NCAC 59D .0106. This rule can be found online at: <http://reports.oah.state.nc.us/ncac.asp?folderName=\Title 02 - Agriculture and Consumer Services\Chapter 59 - Soil and Water Conservation Commission>.

A summary of how TA funds are prioritized is below: N. C. Agriculture Cost Share technical assistance funds may be used for each full time equivalent (FTE) technical position with the district matching at least 50 percent of the total. Priorities for funding positions shall be assigned based as follows:

(1) Subject to availability of funds and local match, provide support for one FTE technical position for every district. Priority for funding positions beyond one FTE per district shall be based on the following parameters:

- (A) Whether the position is presently funded by program technical assistance funds.
- (B) The number of program dollars encumbered to contracts in the highest three of the previous four completed program years
- (C) The number of program dollars actually expended for installed BMPs in the highest three years of the most recent four-year period for which the allowed time for implementing contracted BMPs has expired as reported in the NC Agriculture Cost Share Database.

4. Final review of draft program accountability policy revisions for consideration:
  - a. Cost share program match – drafted; workgroup to convene in February to modify recommendations
  - b. Prohibition of post-approval of contracts - committee approved recommendations August 2012; further revised January 2013
  - c. Refunded funds from cost share program contracts – drafted, further revised
  - d. Renovation of an expired BMP – drafted, further revised
  - e. Revision – revised
  - f. Special requests – further revised
  - g. Supplements - drafted, revised – did not have time to discuss during January meeting
  - h. Cost share contracts on government owned properties – committee approved recommendations August 2012 - did not have time to discuss during January meeting
  - i. Spot checks – did not have time to discuss during January meeting
  
5. Set next meeting date using a doodle poll
  - a. Agenda items to include:
    - i. Program Accountability Policies:
      1. Supplements
      2. Cost share contracts on government owned properties
      3. Spot checks
    - ii. Compliance policies:
      1.  [Cooperator non-compliance with maintenance requirements for cost share contracts](#)
      2.  [Reporting of animal waste management violations](#)
    - iii. Program Development & Eligibility Policies
      1.  [Introducing new or revised BMPs to cost share programs](#)
      2.  [New and expanded operations](#)
      3.  [Policy on program outreach](#)
      4.  [Use of cost share program funds on new site \(not new operation\)](#)
      5.  [Commission guidance for .0200 certified operations](#)
      6.  [Supplemental allocation of cost share financial assistance](#)